

**571—62.4(461A) Campground reservations.** The department shall establish a centralized reservation system to accept and process reservations for camping and rental facilities in state parks, recreation areas and state forest campgrounds.

**62.4(1) *Centralized reservation system business rules manual.*** The department shall adopt by reference the manual titled “Centralized Reservation System Business Rules for Iowa State Parks, Recreation Areas and State Forests,” dated January 1, 2006, which sets procedures and policies for the administration of reservations of campsites and rental facilities through the centralized reservation system.

**62.4(2) *Recreation facilities available on the centralized reservation system—campgrounds.***

*a.* Except for the backpack campsites, all state forest campgrounds shall be available on the centralized reservation system.

*b.* Fifty percent of the total number of campsites in each individual campground shall be designated as reservable sites on the reservation system. The determination of which campsites shall be included in the 50 percent reservable designation shall be the responsibility of the park staff in each park. Park staff shall include a combination of electric, nonelectric and sewer/water sites while taking into consideration campsite characteristics such as location, shade, and size. The department shall review the percentage of reservable sites and usage on a biennial basis and determine whether the percentage of reservable campsites should be changed. A reservable campsite shall be identified with a reservable site marker on the campsite post.

*c.* All designated organized youth group campsites and campsites marked with the international symbol of accessibility shall be included in the reservation system.

*d.* Reservations will not be taken for any backpack campsites in state forest campgrounds. Those sites shall be available on a first-come, first-served basis only.

**62.4(3) *Methods available to make reservations.*** Persons may make reservations by telephone through the call center or through the Internet using the reservation system Web site.

**62.4(4) *Reservation transaction fees.***

*a. Reservation fee.* A nonrefundable reservation fee shall be charged for each reservation made per campsite regardless of the length of stay. The one-time fee is per reservation and is not charged per day or night. This fee is in addition to the camping fees established in 571—subrule 61.4(1). The reservation fee varies depending upon the method used when the reservation is made.

(1) Internet reservation — \$4 + 3 percent credit card processing fee (if applicable).

(2) Telephone reservation — \$6 + 3 percent credit card processing fee (if applicable).

*b. Change fee.* A fee of \$5 + 3 percent credit card processing fee (if applicable) shall be charged to change an existing reservation.

*c. Cancellation fee.* A fee of \$5 shall be charged to cancel a reservation.

**62.4(5) *Reservation window—camping.*** The reservation window for camping is three months to two days prior to the arrival date in which a person may make a reservation.